



# SIMMONS

COLLEGE OF KENTUCKY

## **PAYROLL TIMESHEET**

Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Hours Worked:

	Time In	Time Out	Time In	Time Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*You must take a 30 minute lunch in the middle of your day. You may not work straight through in order to leave early.\*\***